



COVID-19 Preparedness

As Alamosa County Public Health stages its response based on the amount of confirmed COVID-19 cases, the City of Alamosa will adjust its operations accordingly. The important messaging we have heard is that this virus will spread and run its course. However, it is not something we should panic over; rather we should have a rational, calm response as we start to see cases in the Valley. Our goal is to keep City services operating as normally as possible.

The phases below don't have a clear trigger; staff will evaluate the situation as it evolves. However, we have added language to indicate when we would move from one level to the next.

Phase 1 - Right Now - Business-as-Usual...but be smart

- Employees are encouraged to follow the recommendations from the CDC regarding hand washing, social distancing, staying home if sick, etc.
- If the virus or seasonal flu impacts you, we are making special accommodations for extended leave of absences - please contact your supervisor by phone. We cannot emphasize this enough, if you are sick or caring for someone who is sick, please stay home. If you do not have enough leave time, please contact your supervisor by phone to request additional paid leave. Employees should not worry about having to take unpaid leave.
- Travel and meetings should be evaluated to make sure they meet the recommendations for social distancing. Currently, California, New York and Washington are considered hot spots within the United States. Gatherings of over 100 people in close proximity should be avoided.
- If an employee is traveling for personal reasons, it is our expectation that they will take precautions and will self-screen upon return to ensure they do not have any symptoms before returning to work. Please keep in mind that symptoms can take 5 days to present so continue the self-check for about a week and of course, practice the CDC recommendations for hand washing, etc. According to the CDC, symptoms can include fever, dry cough, and shortness of breath.
- If we have an employee present with confirmed COVID-19, we will address on a case-by-case situation. In an office setting, we may send the other office employees home for the day, with pay, to allow Facilities to do a deep clean. If the employee works in the field, we would assess what areas and vehicles are in need of a deep clean. The point is that there is no need for panic.
- City Staff in Facilities have already increased their focus on disinfection of high-traffic areas and points of potential contamination such as doors and public counters.

- The Governor has issued orders on how schools should handle confirmed cases. Since just 1 case would cause the school to be closed for 72 hours for a deep clean, we could experience a disruption to our workforce with minimal confirmed cases in the community. Although we realize that most kids will not have been exposed in this situation and that it would be safe to bring them to work, we understand this could cause concerns for other employees. Therefore, in this situation, a parent should stay home with the kid(s). If you do not have leave time, please contact your supervisor by phone.

Phase 2 - Multiple Confirmed Cases in Alamosa County - Multiple School closures for multiple days

- High volume public areas such as recreation facilities and Library will be closed to the public. This includes all recreational facilities (Recreation Center, Golf Course, Multipurpose Facility) and programming (youth and adult leagues). Employees will still report to work. For those positions that there is no point to having an employee report to work, scheduled employees will still receive their scheduled pay. Supervisors will make the determination on if employees should report to work.
- At this phase, if an employee is over the age of 60 or has underlying health conditions, we can make accommodations to limit your access to the public and other employees - please let your supervisor know if you need accommodations.
- City Hall would be closed for non-business related activities. The public can still come in to conduct business with our departments, but the general use of the bathrooms and seating area for non-business activity will be restricted.
- Departments and Divisions should evaluate if changes need to be made to services and contact me or Jolene to discuss. Please do not hesitate to bring ideas or concerns to our attention.
- At this phase we would be working with County Health to secure protective gear for our first responders.

Phase 3 - This would be an extreme outbreak

- City Hall including Municipal Court, Public Works, and Finance will be completely closed to the public. Employees will still report to work or work from home if appropriate. Water customers can pay in the dropbox or on-line. Municipal Court would reschedule dockets. Defendants can also use the on-line pay option and contact the office through the court email.
- At this phase we would evaluate if Boards, Commissions, and City Council meetings should occur and if they do, if any modifications are needed.